

**NC General Assembly  
2011 – 2012 Legislative Interim  
House Appropriations Subcommittee on General Government**

**Procedures for Web Posting of Subcommittee Documents**

**State Agencies and Non-Government Entities**

***General Guidance***

**Note:** There are no exceptions to the standards and deadlines listed in this document.

1. Before presenting documents in a House General Government Appropriations Subcommittee meeting, email a correctly named PDF of your document to all appropriate Subcommittee Clerks, as well as the Fiscal Analysts responsible for staffing the meeting (naming conventions are explained below).

All documents must be submitted electronically no later than 3:00 p.m. two business days before the meeting. (For example, documents for a Thursday meeting should be submitted by 3:00 p.m. the previous Tuesday.)

For a list of Subcommittee Clerks responsible for staffing a particular Subcommittee, contact the Fiscal Research Division (FRD).

- Note: The General Assembly does not accept files larger than 7.5mb via email. See the end of this document for instructions on how to submit large files.
2. If received by the 3:00 p.m. deadline, documents will be posted to the House Appropriations Subcommittee on General Government document site as soon as the document is received but no later than the beginning of the meeting.

Document sites may be accessed via:

<http://www.ncleg.net/gascripts/Committees/Committees.asp>

3. Hardcopy documents presented during a meeting (but not submitted electronically prior to the start of the meeting), shall be promptly transmitted electronically to the appropriate Clerk for posting to the document site. The original electronic document is preferred over a scan of a paper copy.

*Committee Clerks are not able to scan documents at the request of a presenter.*

## ***Reasons a Document Will Not Be Posted***

Documents will not be posted if they do not:

- Identify who created the document
- Contain a date, title, and time
- Arrive in .pdf format
- Follow the naming conventions listed below
- Meet the formatting criteria listed below
- Arrive by the 3:00 p.m. deadline

If your document does not meet these standards, you will be notified by the Clerk and asked to submit a corrected version by close of business two days prior to the meeting. To ensure the document's integrity, Clerks will *not* be responsible for making changes to the submissions that they receive.

## ***Formatting***

- Files must be in PDF format.
- Files should be saved in a way that facilitates black and white printing. For example, slides with a dark colored background should be formatted to print with a white background.

For additional specifics on preparation and printing of documents, contact the appropriate FRD analyst.

## ***Naming Documents***

### 1. How do I name my document?

- All files must include three things: (1) the date and time of the meeting, (2) clearly identifiable topic, and (3) agency or non-governmental entity name.
- Do not use periods or other “special characters” such as \*, @, or \$ in a filename. Underscores are OK.
- See the following examples:
  - CulturalResources\_BudgetOverview-2010-12-13.pdf
  - BarberExaminersBoard\_AnnualReport\_2011-02-07.pdf

**Submitters must be consistent in file name filing, particularly in the case of Agency or Entity name.**

For example:

- One document should not be named **DENR\_Budget\_Overview-2011-02-07.pdf**,
- While another is named **Enivron\_and\_Nat\_Res\_Budget\_Overview-2011-02-07.pdf**.

## ***Revisions***

Documents posted to a document site may not be removed. However, a corrected document may be posted and cross-referenced. As a general guideline, documents should not be reposted unless

substantial errors, rather than typos, are identified. All revised documents must be re-submitted as quickly as possible.

The filename for revised documents must clearly indicate that the document supplements, but does not replace the one submitted for the meeting.

For example:

StateAgency\_BudgetOverview-2010-12-13\_**REVISED**.pdf

### ***Large Files***

Generally, the submission of files over 7.5 mb is discouraged. However, if necessary, you will need to request a link that will allow you to transfer files from the Subcommittee Clerk or Fiscal Analysts responsible for staffing the Subcommittee.

### ***Questions***

If you have questions about these instructions, please contact the appropriate Subcommittee Clerk.

For questions on document formatting, please contact the appropriate FRD analyst.